March 5, 2013

Dear Records Request Officer:

Pursuant to the State open records act,

1) Provide a list or records identifying all individuals that hold administrative and superintendent certifications and endorsements in School District 299.

2) Provide a list or records identifying all individuals that have completed the Teacher Evaluator training/modules in School District 299 by code (ETGM, ETNM, ETOM) and Date training received.

Please produce the requested record(s) to Dr. John Kugler, 3701 S. Winchester Ave, Chicago, IL 60609. If the requested record(s) cannot be produced within five (5) working days, please notify us in writing of the reason(s) for the delay and the date by which the requested record(s) will be available. It is preferred that all the documents be in unlocked electronic files.

If you do not understand this request, or any portion thereof, or if you feel you require clarification of this request, or any portion thereof, please contact me at [redacted].

Thank you for your attention to this matter.

Sincerely,

John Kugler, Reporter
Substance News
http://www.substancenews.net/

[redacted] cell/text